



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: November 7, 2019  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators  
From: Linda P. Eno, E.D., Assistant Commissioner  
Division of Academics and Performance

### **Spring 2020 New Jersey Student Learning Assessment–Science Important Dates and Activities Schedule**

This memorandum provides districts with New Jersey Student Learning Assessment–Science (NJSLA-S) [key dates](#), reminders and updates to assist with preparations for administering the Spring 2020 NJSLA-S.

#### **Science Testing Window**

In response to educators' feedback, the NJSLA-S administration will now occur during the same window as the NJSLA-English Language Arts and Mathematics (NJSLA ELA/Math) Regular Administration.

Regular Test Administration Window:

- April 20 to May 29, 2020 for computer-based testing
- April 20 to May 1, 2020 for paper-based testing

An updated [Statewide Assessment Testing Schedule 2019–2020](#) has been posted on the New Jersey Department of Education (NJDOE) website.

#### **Test Coordinator and Test Administrator Manuals**

The spring 2020 Test Coordinator Manual (TCM) is being revised to make it easier for test coordinators to find the information they need. The revised version will encompass NJSLA-ELA/Math and Science together in one edition. The science Test Administrator Manuals (TAMs) will remain separate from the ELA/Math test administrator manuals.

Electronic versions of the spring 2020 TCM and spring 2020 TAMs are scheduled to be posted on the [New Jersey Student Learning Assessments Resource Center](#) webpage on **February 21, 2020**.

**Note:** The [ELA/Math Spring Key Dates Broadcast memo](#) has been updated to reflect the new date for posting the Test Coordinator and Test Administrator manuals (by February 21, 2020 instead of January 24, 2020), and the correct date for the Spring Block paper testing window (April 27 to May 8, 2020 instead of April 27 to June 8, 2020).

#### **Student Registration/Personal Needs Profile (SR/PNP) Upload**

For the science assessment, districts must upload student data files directly to PearsonAccess<sup>next</sup> (PAN) and *not* through the NJ Standards Measurement and Resource for Teaching (NJ SMART) system. Students taking the paper-based versions of the assessments must be included in the Student Registration and Personal Needs (SR/PNP) upload. December 5-20, 2019 is the initial upload window for the SR/PNP. Districts may continue to make updates to student data prior to and throughout the testing window, until the district data clean-up window closes on June 10, 2020.

### **Parent, Student, and Teacher Information Guides**

Districts will receive printed copies of the NJSLA-Science Parent, Student and Teacher Information Guides in February 2020, based on the number of students registered during the initial upload window for the SR/PNP data.

### **Paper Materials**

Student test registrations entered in PAN **on or before Monday, February 17, 2020** will be used to calculate quantities for an initial order for paper-based testing materials.

Districts will receive paper materials for testing (manuals, test booklets and answer folders, periodic tables, large print and Braille test booklets) **no later than April 9, 2020**. Additional paper materials may be ordered for students enrolled after the initial registration of students in PAN. Districts must specify the exact number of individual test booklets required when requesting additional orders. Districts must wait to receive the initial order of paper materials before ordering additional paper materials through the "Additional Orders" process, which will be available beginning on **April 7, 2020**.

The NJSLA-S is a computer-based assessment, and most students should take the assessment on a computer. Students who are unable to use a computer, based on a need documented in a valid Section 504 Plan or Individualized Education Program (IEP), will take the assessment using paper and pencil. Guidance for selecting the testing mode is provided in the [Accessibility Features and Accommodations Manual](#). The NJDOE will review the SR/PNP uploads and may contact districts to verify the accuracy of the student counts and test delivery modes if anomalies are detected.

### **Homebound Students**

Students receiving homebound instruction are not required to take the NJSLA-Science using paper-based versions of the assessments. Districts have the option of administering the computer-based assessment to students receiving homebound instruction by using a district-supplied portable electronic device and mobile hotspot. The mode of testing should be based on individual student need and the content area/subject being assessed. Additional information can be found in the [Homebound Testing Procedures](#) document.

### **Contact Information**

For questions, please contact NJDOE's Office of Assessments at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov) or (609) 376-3960.

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